FOR CONTRACTORS



Applying for Permits Online

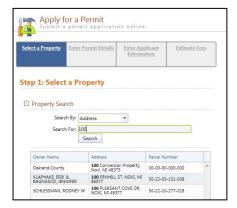
➢ GO TO <u>WWW.ACCESSMYGOV.COM</u>

FOR MORE INFORMATION CONTACT:

Permits@newbrightonmn.gov

STEP 1: Select a Property

You can search by Address, Parcel Number, or Owner Name.



STEP 4: Estimate Fees

Locate the fees needed for the permit and enter the quantity.



STEP 2: Enter Permit Details

Choose the permit type, input the work description and pick the Basic Usage (if applicable).



STEP 5: Attachments

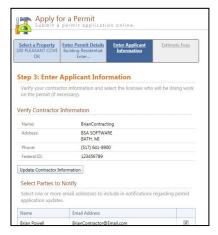
Some permit types may allow, or even require an attachment.

While not applicable for all applications, this can be used to submit any relevant plans or images for the permit.



STEP 3: Enter Applicant Info

Verify your contact information and choose the parties to receive e-mail notifications when the permit's status changes.



Successful Permit Application

You will receive a summary confirmation screen at the end of the permit application indicating a successful application.



Online Payments

Once your application has been processed, you can pay your invoice(s) online from the "View My Activity" Screen.



When you have chosen the invoice(s) to pay, you will be redirected to the municipality's third party payment website.



Once completed, you can then print the confirmation, exit the webpage, or apply for another permit.

FOR CONTRACTORS



Automated Inspection Hotline

➢ GO TO WWW.ACCESSMYGOV.COM

FOR MORE INFORMATION CONTACT: Permits@newbrightonmn.gov

STEP 1: Find and select the permit you wish to schedule an inspection for.

Schedule an Inspection Submit an inspection request for a permit online.								
Select	t a Permit	Select Inspection Type and Date		Contact Information				
Step 1:	Step 1: Select a Permit							
Enter a P	Enter a Permit Number, including any dashes or spaces.							
Permit Number Permit Type Property Address								
	PD15-0004	Demolition		CHUSTER AVE				

STEP 3: Verify Contact Information.

Select a Permit	Select Inspection Type and Date	Contact Information (999) 123-4567	Add Attachments
234 Main Street	Final: 9/25/2013	bsacontractor@bsa.com	

STEP 2: Select the desired inspection type and choose from the available days on the

-			
Select a Permit Permit PBR13-0014 1234 Main Street	Select Inspection Type and Date	Contact Information	Add Attachments
itep 2: Selec	t Inspection Ty	pe and Date	
Step 2: Selec	t Inspection Ty	pe and Date	
Step 2: Selec	t Inspection Ty Inspection Details	pe and Date	
Step 2: Select	Inspection Details	pe and Date	
	Inspection Details	rpe and Date	ıt.
	Inspection Details	V	a

STEP 4: Add attachments (if applicable).

Select a Permit ermit PBR13-0014 1234 Main Street	Select Inspection Type and Date Final: 9/25/2013	Contact Information	Add Attachments
tep 3: Conta	ct Information	n	
Enter your contact	information to be in	cluded with the request	
		cluded with the request	<u>.</u>
☆ Name:	BSA Contractor	cluded with the request	
☆ Name: ☆ Phone:		cluded with the request	L.
☆ Name:	BSA Contractor	cluded with the request	
☆ Name: ☆ Phone:	BSA Contractor	cluded with the request	
☆ Name: ☆ Phone:	BSA Contractor	cluded with the request	
☆ Name: ☆ Phone:	BSA Contractor	cluded with the request	
☆ Name: ☆ Phone:	BSA Contractor (999) 123-4567	cluded with the request	

SCHEDULING CONFIRMATION:

You will receive a confirmation message that the inspection has been scheduled successfully.

Inspection request was	submitted successfully. You will be contacted at the following email address(es) when the status of your inspection request is
modified: BrianContrac	
	Inspection Request Details
	Below is a summary of the inspection request you submitted
Record #:	PE12-1127
Record Type:	Electrical
Address	27930 HORKINS OR
Inspection Type:	Rough
Requested Date/Time:	

VIEW INSPECTIONS:

In the "View My Activity" section you can view, cancel or reschedule pending inspections, or review completed inspections.

Inspection Details: Ceiling Inspection			
Property Address: 30678 VINE CT, NCVI, MI 48377 Pr	rost 50-22-6	2-202-069	
Property Owner: ELIZABETH C SMITT	н		
Summary Information			
> 0 Violation(s) Found			
Jump To: Inspection Information Associated	Record Infor	mation	
O to on other tefermenties		Back To Top	
Inspection Information		Dack to top	Amount Due
			Permit Total \$68.00
Inspection Ceiling	Status	Scheduled	Pay Now
Type			
Inspector Electrical Inspector	Result	Not Available	